Duke University Career Center
Smith Warehouse, Bay 5, 2nd Floor 9:00 a.m. - 5:00 p.m.
114 S. Buchanan Blvd.
Box 90950
Durham, NC 27708
(919) 660-1050 | career-student@studentaffairs.duke.edu

CareerConnections (student login) http://careerconnections.duke.edu
- schedule student appointments
- view all Career Center and employer events
- search and apply for jobs and internships
- sign up for on-campus interviews

Employer Relations (919) 660-1053 | career-employer@studentaffairs.duke.edu
Agenda

9:30 am - 9:45 am Welcome
Monique Turrentine and Larry Moneta    Penn Pavilion

9:45 am - 10:30 am Opening Remarks
Thriving in Uncertainty: The Future of Student Professional Development
Bill Wright-Swadel, Teri Mills,                      Penn Pavilion
and Meredith McCook

10:40 am - 11:45 am Student Panel
Multipotentialites: The Professional Journey of Duke Students
Leanne Brown                                                Penn Pavilion

11:45 am - 12:45 pm Lunch and Trivia
Nate Wilson                                                    Penn Pavilion

1:00 pm - 1:45 pm Breakout Session I (choose one)
The Voyage Inward: A Reflection on Self-Reflection
Christina Plante and Leanne Brown                       Wellness Center 148/149
Exploring Together: The Importance of Networking
Jen Agor and Nate Wilson                                         Garden Room, Penn Pavilion
The Talent Journey: Trends in Talent Acquisition
Anne Lyford, moderator                                  Penn Pavilion

2:00 pm - 2:45 pm Breakout Session II (choose one)
The Voyage Inward: A Reflection on Self-Reflection
Christina Plante and Leanne Brown                       Wellness Center 148/149
Exploring Together: The Importance of Networking
Jen Agor and Nate Wilson                                         Garden Room, Penn Pavilion
The Talent Journey: Trends in Talent Acquisition
Anne Lyford                                                Penn Pavilion

2:45 pm - 3:15 pm Networking
Penn Pavilion
THE DETAILS

The Career Center is comprised of five core teams, serving undergraduates, graduate students and alumni. Through collaboration within the office and across campus, these teams support the overall professional development of Duke students.

Aspects of overall professional development include specific professional skills of resume and cover letter writing, job and internship searching, interviewing, networking, and actively recruiting employers and alumni for student interaction and hiring, among others.

Bill Wright-Swadel
Assistant Vice President, Student Affairs
and Fannie Mitchell Executive Director

Operations

- Manage logistics and marketing to graduate and undergraduate students—2016-2017 academic year: supported more than 252 events (174 graduate student events, 53 undergraduate student events, and 25 designed for both)
- Develop, plan and implement communication to students, alumni, campus partners and employers
- Manage social media (YouTube, Twitter) and edit blog—Supervise student editors of Facebook and Instagram
- Oversee publications including the website
- Manage multiple budgets including Internship Funding and Fannie Mitchell Endowments
- Support the director, day to day, and all staff in reception, triage, multimedia production, and office management

Undergraduate Counseling and Programs

- Engage students in the career development process with a goal of teaching lifelong career management skills and a focus on career readiness
- Assist students in developing self-awareness around their unique career journey, including their skills, interests, and values
- Support office initiatives—FY18: First-years and sophomores, international students, first-generation college students
- Adopted a new Drop-in Advising model for first six weeks of fall ‘17—held 868 drop-in advising sessions (315 percent increase from fall ‘16)
- Fall ‘17—Facilitated 33 events in the first six weeks, serving 453 students, working with over 10 partners across campus and beyond
Graduate Student Career Services

• Serve nearly 1,500 master’s and 2,900 doctoral students in The Duke Graduate School and Divinity School from fields as diverse as Romance Studies, Biostatistics, Digital Art History, Nursing, Mechanical Engineering, and Environmental Policy.
• Support roughly 36 percent international students, with some programs having more than 90 percent international students.
• Provide workshops and panels for two series, co-sponsored with The Graduate School and the Office of Postdoctoral Services: The Academic Job Search Series and the Careers Beyond Academia Series, offered in alternate years.
• Facilitate a series of interactive labs to help master’s students start practicing their networking and communication skills while searching for internships—as soon as they arrive on campus, in their first year.

Engineering Master’s Programs

Career Services

• Facilitate the career and professional development of the highly diverse Engineering Master’s students through a versatile, high-touch, and outcomes-based educational curriculum.
• Piloted a five-week Pre-Arrival Distance Course for incoming students that features a seven-point curriculum.
• Utilize a flipped advising model where students engage with relevant materials early and use individual consultations for complex conversations about individualized challenges and concerns.
• Cultivate and enhance relationships with employers, to increase the Duke network and lead to the generation of jobs, internships, and additional active learning opportunities for students.

Employer Relations

• Serve alumni, undergraduates, and graduate students from The Graduate School, the Divinity School, Duke’s Pratt School of Engineering, and the Biostatistics Master’s Program.
• Develop recruiting relationships with employers—95 percent of the 2017 COFHE senior survey respondents that had accepted offers were hired by companies with recruiting relationships with the Career Center.
• Manage On-Campus Recruiting—fall ‘17 more than 2,400 interviews with 130 unique companies.
• Facilitate employer events—fall ‘17 approximately 128 employer information sessions and coffee chats.
• Manage The Career Center Internship Funding Program—2017: almost $80,000 to 32 students who pursued unpaid or low-paying internship or research experiences, domestic and internationally.
Duke Student Competencies for Post-Graduation Success

Duke Career Center defines career readiness with insight from the National Association of Colleges and Employers (NACE) Career Readiness Model and its underlying competencies.

NACE, through a task force of college career services and HR/staffing professionals, has developed a definition of career readiness, based on extensive research among employers, and identified seven competencies associated with career readiness.

- critical thinking/problem solving
- oral/written communications
- teamwork/collaboration
- digital technology
- leadership, professionalism/work ethic
- career management
- global/intercultural fluency

The Duke Student Professional Development Taskforce determined that while Duke students are developing the NACE competencies through their core Duke curricula, co-curricular engagements, and experiential learning, there are additional competencies that Duke students are not necessarily exposed to that require intentionality for career readiness.

Through a student’s progression at Duke, it is imperative for them to take an active role in their professional development and, by engaging in and developing the competencies below, in combination with the NACE competencies, prepare for lifelong post-graduation success.
Foundational Competencies

Reflect
Engage in reflection before, during, and after experiences to understand motivations and impact. Use reflections to make intentional decisions regarding strategic career goals and next steps.

Connect
Engage with faculty, alumni, and other professionals to develop relationships and learn from their experiences. Seek transactional advice as needed. Maintain and sustain relationships with those who provide ongoing support for personal and professional development.

Developmental Competencies

Self-Awareness
Develop awareness of skills, interests, values, and learning styles by participating in academic and non-academic experiences and advising to navigate opportunities and constraints while clarifying purpose and motivation for career direction.

Research
Apply research skills to acquire information and knowledge for short and long term professional goal setting and implementation.

Adapt
Anticipate and accept change, transition, and disruption as a part of the professional development process. Adapt short and long term career plans based on opportunities, challenges, and perceived failures.

Communicate
Compose professional story based on self-reflection of key experiences. Deliver story in a clear and effective manner, both verbally and through career materials, with consideration to audience and context.

Implement
Use learning to evaluate opportunities and prioritize key factors for alignment with career goals toward intentional professional development while implementing next steps aligned with life stage, purpose, and individual definition of success.
Six-Word Story

This six-word statement captures your professional focus, but still reflects your personality. This exercise requires strong self-awareness and reflection. It will seem easy, but it is actually quite difficult for most. It forces you to really think about who you are and what you want to express about yourself professionally to others. There are also some practical applications for this six-word professional statement—it could be used as your bio on Twitter, headline on LinkedIn, or could be in your email signature.

**Step One:** Brainstorm a list of words that reflect your professional self-values, career goals, industries, etc.

- **Example 1:** Information junkie, adaptable, flexible, developer, communicator, curious about cultures, connector, advocate
- **Example 2:** Technical, problem solver, result oriented, good listener, seeking solutions, responsive, logical, kind, helpful
- **Example 3:** High energy, thinking, curious, mission drive, values, results oriented, dedicated, idealistic, instigator, new ideas, social, leader, doer

**Step Two:** Create a six-word professional statement based off (or inspired by) your brainstorming list.

- **Example 1:** Knowledge seeker, cultural connector, twitter expert
- **Example 2:** Compassionate engineer constructing solutions from chaos
- **Example 3:** Passionate and impact driven, problem solving self-starter

Now give it a try!

**List of words:**

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

**Six Word Story:**

_______________________________________________________________________________

Adapted from NPR’s story “Six Word Memories: Life Stories Distilled.”
Six-Word Story

This six-word statement captures your professional focus, but still reflects your personality. This exercise requires strong self-awareness and reflection. It will seem easy, but it is actually quite difficult for most. It forces you to really think about who you are and what you want to express about yourself professionally to others. There are also some practical applications for this six-word professional statement—it could be used as your bio on Twitter, headline on LinkedIn, or could be in your email signature.

Step One:
Brainstorm a list of words that reflect your professional self-values, career goals, industries, etc.

- Example 1: Information junkie, adaptable, flexible, developer, communicator, curious about cultures, connector, advocate
- Example 2: Technical, problem solver, result oriented, good listener, seeking solutions, responsive, logical, kind, helpful
- Example 3: High energy, thinking, curious, mission drive, values, results oriented, dedicated, idealistic, instigator, new ideas, social, leader, doer

Step Two:
Create a six-word professional statement based off (or inspired by) your brainstorming list.

- Example 1: Knowledge seeker, cultural connector, twitter expert
- Example 2: Compassionate engineer constructing solutions from chaos
- Example 3: Passionate and impact driven, problem solving self-starter

Now give it a try!

List of words: ___________________________________________  ___________________________________________
_______________________________________________________________________________  ___________________________________________
_______________________________________________________________________________  ___________________________________________
_______________________________________________________________________________  ___________________________________________
_______________________________________________________________________________  ___________________________________________
_______________________________________________________________________________  ___________________________________________

Six Word Story: ___________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Adapted from NPR's story "Six Word Memories: Life Stories Distilled."
How Are You Supporting Students in Competency Development?

Who are the students you interact with?

Which competencies do you or your office currently support? And, how?

Are there other ways you could support these competencies? Or other competencies that could be incorporated into your work?
Professional Development Taskforce

Purpose:
Provide Student Affairs and Career Center leadership with an assessment of the current “best practices and recommendations” for innovative strategies for the state of the art career and professional development services as delivered across Student Affairs. Particular emphasis will focus on the needs of diverse student, faculty, student affairs, and employer communities served by the Career Center. It is important the Task Force focus on students finding meaning and purpose in life, along with the more tactical focus on work, education, and career satisfaction.

The focus of the Task Force was to address Goal 1, Objective #2 in the Student Affairs Strategic Planning Process: Promote student growth and development through exposure to and promotion of skills and experiences in post-graduation Planning.

Teri Mills, Co-Chair—Duke Career Center
S. Clay Adams, Co-Chair—Parent and Family Programs
Chandra Guinn, Chair Guide Committee—Mary Lou Williams Center for Black Culture
Bill Wright-Swadel, Chair Competencies and Benchmarking Committees—Duke Career Center
Lisa Giragosian—International House

Jordan Hale—New Student Programs
Christy Lohr—Religious Life
Sandra Martinez-Zuniga—Duke Career Center
Meredith McCook—Duke Career Center
Inga Peterson—Alumni Affairs
Christina Plante—Duke Career Center
David Rabiner—Academic Advising Center